



GENERAL INSTRUCTIONS AND SCHEME OF EXAMINATION

The Candidates are requested to appear for a written test scheduled on 22.02.2026 (Sunday) from 10.30 a.m. to 12.30 p.m. for the post of Lower Division Clerk in the Goa University. Refer Goa University website www.unigoa.ac.in for venue three days before the written test.

SCHEME OF EXAMINATION

Examination consists of two parts:

Part -I. Written Examination - 100 Marks

Part- II: Skill Test (Typing, only for shortlisted candidates after written test)

- The Written Test (Part-I) paper will be of total 100 marks of 2 hours duration. All Questions will be compulsory and they will be of Multiple Choice Question (MCQ) type. Candidate will have to mark the correct answer on the OMR sheet. Instructions for filling the OMR sheet shall be provided separately. Candidates shall carry black ball pen for filling the OMR sheet.
- Each correct answer shall be awarded 1 mark and an incorrect answer shall be awarded negative $\frac{1}{4}$ mark. An un-attempted question shall be awarded zero mark.

The Written Test Question paper shall consist of three main Sections – SECTION A, SECTION B and SECTION C. SECTION A will be of 20 marks, SECTION B will be of 40 marks and SECTION C of 40 marks.

Short listing Criteria based on Performance in Written Test

Only those candidates who score a minimum of 40% marks in Section A (Knowledge of Konkani Language) will be qualified for short listing.

The qualified candidates will be shortlisted based on the performance in the written test. The merit list will be prepared by sorting the total score obtained by the candidates in the Written Test in descending order.

In the event of tie, such cases will be resolved by applying following criteria in the order one after another, till the tie is resolved:

- I. Higher Score in Section B
- II. Higher Score in Section C
- III. Date of Birth, with older candidate given higher preference

The selection of the shortlisted candidates will be subject to the condition that they fulfil the eligibility criteria as per the Information Brochure of the advertisement.

The candidates are required to remain present for the written test sharp at 10.00 a.m. at their respective venue viz. block and room along with the hall ticket as per instructions given therein.

No interview will be conducted for the final selection of the candidates.

Hall ticket will be send to candidate's email registered at the time of filling up application form. Candidates are required to bring the printout (Hard copy) of the hall ticket. Candidates must also carry any valid government approved photo identity card.(Adhaar/PAN/Voter's ID/Driving License /Passport/Student ID etc.) Any assistance if required, the candidate may contact on 8669609022/ 8669609069 or email arnonteach@unigoa.ac.in.

Instructions to shortlisted Candidate for Typing Test.

1. Candidate will be tested for two tasks.
 - a) Typing Speed.
 - b) Table formatting.
2. The question paper will be provided as a hard copy.
3. Candidate will see the file opened in the text editor where they type the passage and create a table.
4. Normal time of the test is 15 minutes.
5. At the end of 15 minutes the supervisor will collect hardcopies (instruction sheet and question paper)
6. At the end of the test candidate have to print the file from the shared printer provided in the lab (for this task candidate can take help of designated staff for the purpose).
7. Final printouts need to be signed by the candidate and the examiner.

No TA/DA will be paid for attending the written test.

No intimation in hard copy will be sent to the individual.

Sd/
(Prof. S.N. Dhuri)
REGISTRAR

**SYLLABUS FOR SCREENING TEST FOR RECRUITMENT OF
LOWER DIVISION CLERK**

SECTION A

KONKANI LANGUAGE (BASIC KNOWLEDGE) 20 marks

1. कोंकणी व्याकरण: लिंग, एकवचन, भोववचन, काळ, वाक्यविचार
(Konkani grammar)
2. कोंकणी शुद्धलेखनाचे नेम (Konkani orthography)
3. कोंकणी आकडे (१ ते १००) (Konkani numbers)
4. कार्यालयीनइंग्रजी – कोंकणीउतरावळ (Administrative Terminology)

SECTION B

QUANTITATIVE APTITUDE (20 Marks)

Number Series. Data Interpretation (Tabulation, Pie Chart, Line Chart, Bar Graph, Line Graph), Average, Interest, Percentage, Ratio and Proportion, Profit and Loss, Time, speed and distance, Time and Work, Probability, Mixed Problems, Number System. Problems on Trains, Calendar, ODD Man out series, problems on Ages.

LOGICAL REASONING (20 Marks)

Coding Decoding, Blood Relations, Seating Arrangements (Circular, Linear), Grouping and Selection. Verbal Classification, Analogies, Statement and Assumption, Statement and Conclusion, Letter and Symbol Series, Artificial Language,

SECTION C

LANGUAGE COMPREHENSION (20 Marks)

Fill in the blanks, Reading Comprehension, Para Jumbles, Error Spotting, Spellings, Phrase Idiom, Meaning, Synonyms and Antonyms, Sentence Correction.

GENERAL AWARENESS (20 Marks)

State Affairs, National Affairs, International Affairs, Economy and Business, Science and Technology, Sports and Games, Environment and Ecology, Art and Culture, Important Days, Goa University Statutes and Ordinances.